

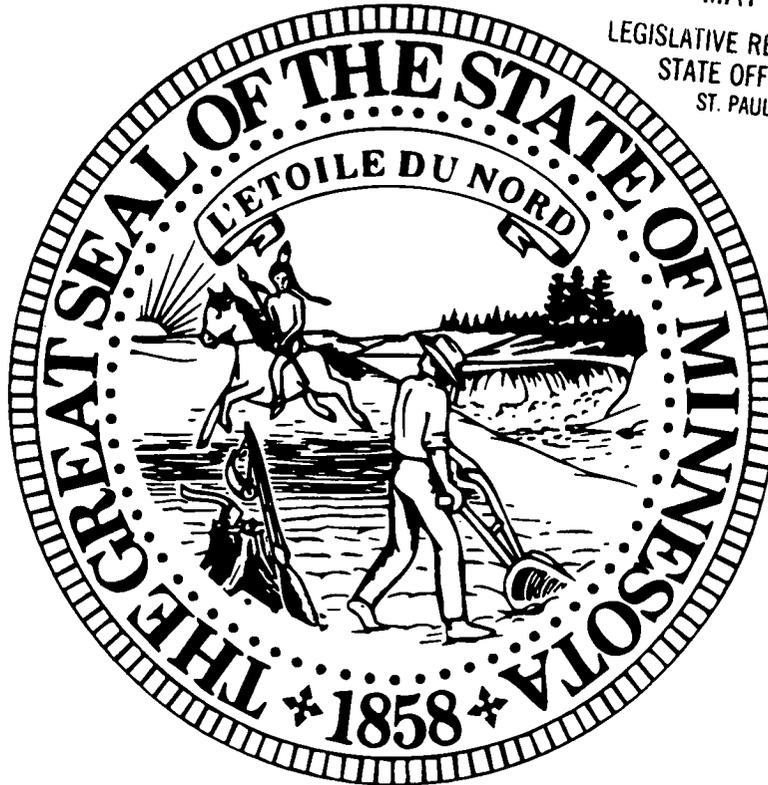
The Minnesota  
**State  
Register**

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**Rules and Official Notices Edition**

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# State Register

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

### Printing Schedule and Submission Deadlines

Vol. 20 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
# 47	Monday 20 May	Monday 6 May	Monday 13 May
# 48	Tuesday 28 May	Monday 13 May	Monday 20 May
# 49	Monday 3 June	Monday 20 May	Friday 24 May
# 50	Monday 10 June	Friday 24 May	Monday 3 June

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**This Week**—weekly interim bulletin of the House

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Contact House Information Office (612) 296-2146  
Room 175 State Office Building, St. Paul, MN 55155

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# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

\* All page numbers with an asterisk represent pages that were incorrectly used in *State Register* Vol. 20 Issue 42 - 15 April 1996 and Vol. 20 Issue 43 - 22 April 1996. Pages were not numbered in correct sequential order resulting in page numbers 2241 - 2314 being used twice in Vol. 20. Because rule cites include the month, day and year of the notice, these page numbers will be left as they are. Correct numbering was resumed with page 2441 of Vol. 20 #44 20 April, 1996.

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## Proposed Rules

Pursuant to Minn. Stat. §14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

## State Lottery

### Proposed Permanent Rules Relating to Lottery Retailers

#### Notice of Intent to Adopt a Rule Without a Public Hearing Unless 25 or More Persons Request a Hearing; Notice of Hearing if 25 or More Persons Request a Hearing; and Notice of Cancellation of Hearing if 25 or More Persons do not Request a Hearing

**1. Introduction:** The Minnesota State Lottery intends to adopt a rule without a public hearing following the procedures set forth in the Administrative Procedures Act, *Minnesota Statutes*, sections 14.22 to 14.28 and *Minnesota Rules* 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rule within 30 days, or by June 18, 1996, a public hearing will be held at the Minnesota State Lottery's office, 2645 Long Lake Road, Roseville, MN starting at 1:00 P.M. on Monday, June 24, 1996. To find out whether the rule will be adopted without a hearing or if the hearing will be held you should contact the Agency contact person after June 18, 1996, the end of the 30-day comment period and before June 24, 1996, the scheduled hearing date.

**2. Agency Contact Person.** Comments or questions on the rule and written requests for a public hearing on the rule must be submitted to:

Dale L. McDonnell, Legal Counsel  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
Telephone: 612-635-8213  
Fax: 612-297-7496

**3. Subject of Rule and Statutory Authority.** The proposed rules relate to retailer contracts, applications, contract requirements and bonding requirements.

The Lottery's statutory authority to adopt these rules is set out in *Minnesota Statutes*, section 349A.02 subdivision 3, which lists the powers and duties of the Director and *Minnesota Statutes* 349A.05 which authorizes the Director to promulgate rules governing the Lottery.

A copy of the proposed rule is published in the *State Register* and attached to this notice as mailed. A copy is also available free of charge by contacting the agency contact person.

**4. Comments.** You have until 4:30 P.M. on June 18, 1996 to submit written comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. Any comments that you would like to make on the legality of the proposed rule must also be made during this comment period.

**5. Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing must be in writing and received by the agency contact person by 4:30 P.M. on Tuesday, June 18, 1996. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rule to which you object or state that you oppose the entire rule. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rule.

**6. Withdrawal of Requests.** If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for a hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**7. Accommodation.** If you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**8. Modifications.** The proposed rule may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rule may not be substantially different than this proposed rule. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

**9. Cancellation of Hearing.** The hearing scheduled for Monday, June 24, 1996 will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rule. If you requested a public hearing, the agency will notify you before the scheduled hearing date on whether or not the hearing will be held. You may also call the agency contact person at 612-635-8213 after Tuesday, June 18, 1996 to find out whether the hearing will be held.

**10. Notice of Hearing.** If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. An Administrative Law Judge will be assigned to conduct the hearing. The Administrative Law Judge can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite #1700, Minneapolis, MN 55401-2138 Telephone 612-341-7600.

**11. Hearing Procedure.** If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have the opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence submitted should relate to the proposed rule. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five-working day response period during which the agency and any interested person may respond in writing to any new information presented. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received by the Office of Administrative Hearings no later than 4:30 P.M. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes* sections 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

**12. Statement of Need and Reasonableness.** A Statement of Need and Reasonableness is now available from the agency contact person. This statement contains a summary of justification for the proposed rule, including a description of who will be affected by the proposed rule and an estimate of the probable cost of the proposed rule. The statement may also be reviewed and copies may be obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

**13. Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the Ethical Practices Board. Questions regarding this requirement may be directed to the Ethical Practices Board at First Floor, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone number 612-296-5148.

**14. Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rule after the end of the comment period. The rule and supporting documents will then be submitted to the Office of Administration Hearings for review for legality. You may want to be so notified, or want to receive a copy of the proposed rule, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Proposed Rules

**15. Adoption Procedure After the Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rule. You may ask to be notified of the date when the Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rule and files it with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

**16. Order for Hearing.** I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated: 6 May 1996

George R. Andersen, Director  
Minnesota State Lottery

### Rules as Proposed

#### 7856.2010 RETAILER APPLICATION.

Subpart 1. **Application.** A person interested in obtaining a contract as a retailer for the sale of lottery tickets shall file an application to become a lottery retailer with the lottery in the form and manner prescribed by the lottery. ~~A separate application must be submitted for each location at which the retailer desires to sell tickets~~ A lottery retailer interested in selling lottery tickets at an additional business location not specified in the retailer's current contract may submit an application to amend the lottery retailer's contract to authorize the sale of lottery tickets at the other business location.

Subp. 2. **Fee.** Each retailer application for an initial contract must be accompanied by a nonrefundable fee of \$100. The initial application fee is valid for persons who reapply to be retailers and who have not previously contracted with the lottery absent any material change in the information contained in the initial application. An application to amend a contract to authorize the sale of lottery tickets at an additional business location must be accompanied by a nonrefundable fee of \$100 per business location. A renewal of a contract must be accompanied by a nonrefundable fee of \$20.

#### 7856.2020 SELECTION OF RETAILERS.

[For text of subpart 1, see M.R.]

Subp. 2. **Factors to be considered.** Before selecting a lottery retailer or selecting an additional business location for a lottery retailer, the director shall consider:

[For text of items A to H, see M.R.]

[For text of subp 3, see M.R.]

#### 7856.3010 ISSUANCE OF CONTRACT.

Subpart 1. **General.** Retailer contracts may be entered into or amended by the director without limitation, except that the director may, at the director's discretion, determine that a sufficient number of retailers or locations exists within a given marketing area to adequately serve the public convenience and necessity or that the addition of lottery retailers or locations would not result in a sales increase sufficient to warrant contracting with that retailer or amending the retailer's contract authorizing the retailer to sell lottery tickets at an additional business location.

[For text of subps 2 and 3, see M.R.]

Subp. 4. **Types of contracts.** Contracts entered into between the lottery and a retailer under this part may be distinguished by game type or by the number of business locations at which the lottery retailer is authorized to sell lottery tickets, as determined by the director. The contract may be altered, amended, suspended, or canceled, in whole or in part, pursuant to the law, this chapter, game procedures, and the terms of the contract.

#### 7856.3011 DENIAL OF APPLICATION; RECONSIDERATION.

If an application is denied, the lottery shall notify the applicant in writing of the denial along with a brief statement of the reason for denial. The applicant will be notified that the applicant may, within 30 days, request reconsideration of the application. The application may be reconsidered by filing with the lottery a written statement setting forth the applicant's legal, factual, or equitable arguments, along with any supporting documents. The lottery may request that the applicant submit additional facts or documents prior to making a decision within 45 days after receiving all necessary information. The director, after considering any additional facts or documents submitted by the applicant, will make a decision whether to deny or grant a contract or deny or grant the application to amend the contract to authorize the sale of lottery tickets at an additional business location to the applicant.

#### 7856.3020 CERTIFICATE.

Subpart 1. **Issuance.** Upon issuance of a contract or an amendment to a contract authorizing a retailer to sell lottery tickets, the director shall issue a certificate to the retailer for each of the business locations at which the sale of lottery tickets is authorized.

Subp. 2. **Display.** A lottery retailer shall prominently display the certificate issued under this part in an area visible to the general public at each business location at which the retailer's contract authorizes the sale of lottery tickets. The lottery retailer shall also mount a decal provided by the lottery at each business location at which the retailer's contract authorizes the sale of lottery tickets in a prominent place on the window or entrance to the business.

Subp. 3. **Surrender.** ~~The~~ Every certificate issued under this part must be surrendered by the retailer upon cancellation, suspension, or nonrenewal of the retailer's contract.

#### **7856.4020 BONDING OF RETAILERS.**

The lottery shall require a bond, securities, or an irrevocable letter of credit from each lottery retailer in an amount the lottery determines, consistent with its conclusion of the financial stability of the retailer, to avoid monetary loss to the state because of the activities of a retailer in the sale of lottery tickets. The bond must be in a form provided by the lottery and through a company authorized to do business in this state and approved by the director; ~~to take effect within 90 days of the initial contract and subsequent renewals. If securities are deposited or an irrevocable letter of credit filed, the securities or letter of credit must be of a type or in the form provided under Minnesota Statutes, section 349A.07, subdivision 5, paragraphs (b) and (c).~~

#### **7856.4050 NONTRANSFERABILITY AND NONASSIGNABILITY OF CONTRACT.**

A retailer contract issued under this chapter may not be transferred or assigned. If the nature of the business or location to which a contract is issued or the ownership substantially changes, the director reserves the right to approve or cancel the contract. The retailer must notify the director in writing at least 30 days before any proposed business or location change or change in ownership. A substantial change in ownership under this part means a transfer of 50 percent or more of the equity of the retailer. ~~If the business to which a contract is issued changes its business location, the contract must terminate as of the date of the change and a new application for contract must be filed and acted upon by the director.~~

#### **7856.6010 CANCELLATION, SUSPENSION, AND NONRENEWAL OF CONTRACT.**

Subpart 1. **Mandatory.** A contract or authorization for a lottery retailer to sell lottery tickets at a particular business location must be canceled if the retailer has been determined by the director to have:

[For text of items A to D, see M.R.]

Subp. 2. **Discretionary.** A contract or authorization for a lottery retailer to sell lottery tickets at a particular business location may be canceled, suspended, or not renewed if it is determined by the director that the retailer:

[For text of items A to N, see M.R.]

[For text of subp 3, see M.R.]

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Revenue Notices

## Executive Orders

### Executive Department

#### Emergency Executive Order 96-5 Declaring a State of Emergency in the State of Minnesota

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Emergency Executive Order:

WHEREAS, since April 1, 1996, severe flooding and thunderstorms have affected the western, northcentral, and northwestern regions of Minnesota; and

WHEREAS, these events have inflicted widespread and considerable damage to the public infrastructure as well as to homes, farms, and businesses; and

WHEREAS, as a result, there is a continuing threat to public safety for citizens in the counties of Aitkin, Beltrami, Big Stone, Clearwater, Kittson, Koochiching, Marshall, Mahnomon, Norman, Pennington, Polk, Red Lake, Roseau, and Traverse; and

WHEREAS, the resources of local government and private relief agencies are being fully utilized to respond to the crisis; and

WHEREAS, those resources are expected to be exhausted as the recovery process continues;

NOW, THEREFORE, I hereby declare that:

A State of Emergency exists in the State of Minnesota and do direct the Division of Emergency Management, in conjunction with the Federal Emergency Management Agency and other state and federal agencies, to determine the need for supplementary disaster aid and to coordinate the provision of any such assistance as necessary under existing state and federal authority.

Pursuant to *Minnesota Statutes* 1994, section 4.035, subd. 2, this Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1994, section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this eighth day of May, 1996.

Arne H. Carlson  
Governor

Filed According to Law:

Joan Anderson Growe  
Secretary of State

## Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

### Department of Revenue

#### Revenue Notice #96-5: Sales and Use Tax - Sales of Ultralight Planes

The Department of Revenue defines aircraft to be any contrivance, now known or hereafter invented, used or designed for navigation of and/or flight in the air.

"Aircraft" includes, but is not limited to:

- airplanes
- gliders/sail planes
- helicopters
- hot air balloons
- ultralight planes or vehicles.

In a 1991 Minnesota Tax Court case, the court ruled, "All sales of aircraft are taxed, whether occasional sale or not; unless some other exemption applies." *Crosby v. Commissioner of Revenue*, Minn. Tax Court, No. 5548 (1991). Accordingly, the Minnesota Sales and Use Tax applies to all sales and purchases of all vehicles included in the above definition of aircraft.

Because ultralight planes or vehicles meet the definition of aircraft, their sales and purchases are subject to sales or use tax and are not exempt as occasional sales. Whether the ultralight is required to be registered by the state or federal government is immaterial to this determination.

Dated: 20 May 1996

Patricia A. Lien  
Assistant Commissioner for Tax Policy

Pursuant to the provisions of Minnesota Statutes §14.101, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

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## Housing Finance Agency

### Notice of Hearing on Bond Issues for Single Family Mortgage Bond Program

The Minnesota Housing Finance Agency will hold a public hearing at 9:30 a.m. on Monday, June 3, 1996, at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, for the purposes of taking public testimony regarding the issuance of Single Family Mortgage Bonds, composed of one or more series, in an aggregate principal amount not exceeding \$250,000,000. The bonds will be issued as qualified mortgage bonds subject to the mortgage eligibility requirements of Section 143 of the *Internal Revenue Code* of 1986, and, after payment of expenses and funding of reserves, will provide up to \$240,000,000 of mortgage loans to certain low and moderate income, first-time homebuyers of single family owner-occupied residences located throughout the State of Minnesota, which homebuyers qualify under the Agency's Single Family Mortgage Bond Program and applicable federal tax law. Said bonds may be issued either as refunding bonds to refund certain outstanding bonds of the Agency or as new money bonds using a portion of the Agency's state bond volume allocation. A portion of the total principal amount of bonds to be issued may be composed of convertible option bonds issued at short-term rates with an option retained by the Agency to subsequently remarket the bonds in whole or in part on a long-term, fixed-rate basis. The bonds covered by this hearing notice, up to an aggregate principal amount not exceeding \$250,000,000, are anticipated to be issued periodically to fund the Program during the remaining portion of 1996 and during 1997, until fully utilized.

Parties wishing to comment on the financing program may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing, which comments will be considered at the hearing. Parties desiring additional information should contact Ms. Sharon Strelow at MHFA (612-296-7608).

Katherine G. Hadley,  
Commissioner

## Housing Finance Agency

### Notice of Hearing on Bond Issue

The Minnesota Housing Finance Agency will hold a public hearing at 10:00 a.m. on Monday, June 3, 1996, at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, for the purposes of taking public testimony regarding the issuance of its Residential Housing Finance Bonds in a principal amount not exceeding \$30,000,000. The bonds will be issued for the purpose of funding "qualified home improvement loans" pursuant to the provisions of Section 143 of the *Internal Revenue Code* of 1986 to certain low and moderate income owners of single family owner-occupied residences located throughout the State of Minnesota, which homeowners qualify under the Agency's Home Improvement Program and applicable federal tax law. Said bonds may be issued either as refunding bonds to refund certain outstanding bonds of the Agency or as new money bonds using a portion of the Agency's state bond volume allocation.

Parties wishing to comment on the bond issuance may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing, which comments will be considered at the hearing. Parties desiring additional information should contact Ms. Sharon Strelow at MHFA (612-296-7608).

Katherine G. Hadley,  
Commissioner

## State Board of Investment

### Meeting Notice: Administrative Committee

The State Board of Investment Administrative Committee will meet on Friday, May 24, 1996 in the SBI Conference Room, MEA Building, Room 105, 55 Sherburne Avenue, St. Paul, MN from 8:00 A.M. to 10:00 A.M.

## Official Notices

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### Department of Labor and Industry

#### Labor Standards Division

#### Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective May 20, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Anoka:** 1996 Partial Reroofing Fridley Senior High School-Fridley; Office Alterations at St Francis Intermediate School-St Francis.

**Chisago:** 1996 Reroofing Taylors Falls Elementary School-Taylor Falls.

**Dakota:** New Middle School ISD 197-Mendota Heights.

**Dodge:** 1996 Reroofing Kasson/Mantorville Jr/Sr High ISD 204-Kasson.

**Hennepin:** Washburn School Asbestos Abatement-Minneapolis; U of M Basic Sciences & Biomedical Eng Bldg-Minneapolis; Wayzata Senior High Alterations for Technology-Wayzata; Osseo Senior High Alterations for Technology-Osseo; Roosevelt School Asbestos Abatement Project-Minneapolis; New Elementary School Renovation (Phase I)-Minneapolis.

**Houston:** Reroofing for Caledonia High School & Caledonia Elementary School-Caledonia.

**Itasca:** Van Dyke Elementary School Steam Condensate Piping Replacement-Coleraine.

**Lake:** Two Harbors Depot Restoration-Two Harbors.

**Mille Lacs:** Milaca High School IDS 912-Milaca.

**Ramsey:** ADA Improvements to John Glenn Middle School-Maplewood.

**St Louis:** Balkan Community Center-Balkan.

**Scott:** Shakopee Lift Station L-16 Replacement-Shakopee.

**Stearns:** River Lakes Civic Arena-Richmond.

**Washington:** Cottage Grove WWTP Solids Improvements-Cottage Grove; 1996 Reroofing Afton-Lakeland Elem & Lake Elmo-Lake Elmo/Lakeland.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian, Commissioner

## Metropolitan Council

### Public Hearing On Proposed 1997-2000 Transportation Improvement Program for the Twin Cities Metropolitan Area

The Transportation Advisory Board of the Metropolitan Council will hold a public hearing to receive public reaction to the 1997-2000 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area. The program will include highway, transit, bikeway, pedestrian enhancements, and air quality projects that are proposed for federal funding in the seven-county metropolitan area in the next four years. The program is prepared annually in accordance with federal requirements and must contain all projects that are to be implemented with federal funding assistance. The public hearing will be held:

**Wednesday, June 19, 1996**

4 p.m.

Council Chambers

Metropolitan Council Offices

Mears Park Centre

230 East Fifth Street, St. Paul

The TIP is prepared jointly by the Metropolitan Council and the Minnesota Department of Transportation. Projects contained in the TIP reflect the region's priorities and help implement the region's transportation plan. Projects will be analyzed to determine

impact on regional air quality. The program will be adopted by the Transportation Advisory Board and approved by the Metropolitan Council.

Upon request, the Council will provide reasonable accommodations to persons with disabilities. In addition to providing oral or written comments at the public hearing, comments may be made several ways:

- Written comments to Mr. Emil Brandt, Metropolitan Council, 230 East Fifth St., St. Paul, MN 55101
- Faxed comments to Mr. Brandt at 229-2739
- Voice comments recorded on the Public Comment Line at 291-6536
- E-mail comments to: [data.center@metc.state.mn.us](mailto:data.center@metc.state.mn.us)

**Comments must be received by Friday, July 12, 1996.** Free copies of the draft 1997-2000 Transportation Improvement Program will be available on May 29, 1996 at the Council's Data Center. Call 291-8140 or 291-0904 (TTY) to request a copy. Other materials describing the Council's transportation efforts are also available. Questions about the hearing or transportation issues may be directed to: Emil Brandt (229-2721) or Carl Ohm (229-2719), Metropolitan Council, 230 E. Fifth St., St. Paul, MN 55101.

## Minnesota Comprehensive Health Association

### Notice of Annual Meeting of Members and Annual Meeting of the Board of Directors

**NOTICE IS HEREBY GIVEN** that the Annual Meeting of Members of the Minnesota Comprehensive Health Association (MCHA), will be held at 9:00 a.m. on Friday, June 14, 1996 at The Minnesota Club, 317 Washington Avenue, St. Paul, to be immediately followed by the Annual Meeting of the Board of Directors.

For additional information, please call Lynn Gruber at (612) 593-9609.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Communications Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Communications Committee will be held at 7:30 a.m. on Wednesday, May 22, 1996. The meeting will be at Bigelow's Restaurant, I-94 and Hamline Avenue, St. Paul.

For additional information, please call Lynn Gruber at (612) 593-9609.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Finance Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 10:00 a.m. on Thursday, June 6, 1996. The meeting will be at HealthPartners, 8100 34th Avenue South, Bloomington, in room "1 North 50," located on the main floor.

For additional information, please call Lynn Gruber at (612) 593-9609.

## Minnesota State Retirement System

### Board of Directors, Regular Meeting

The regular meeting of the Board of Directors, Minnesota State Retirement System, will be held on Thursday, May 23, 1996, at 9:00 a.m. in the office of the System, 175 W. Lafayette Frontage Road, St. Paul, Minnesota.

## Department of Natural Resources

### Division of Minerals

#### Request for Comments on Planned Amendment to Rules Governing Mineland Reclamation *Minnesota Rules Chapter 6130*

**Subject of Rule.** The Department of Natural Resources, Division of Minerals, requests comments on its planned amendment to rule governing taconite and iron ore mineland reclamation. The Department is considering rule amendments relating to performance bonds, vegetation requirements, standards for rock, lean ore, and coarse tailings stockpiles, blasting requirements, management of runoff, and portions of the rules dealing with administrative procedures.

**Persons Affected.** The amendment to the rule would likely affect iron ore and taconite mining companies that are currently engaged in taconite iron ore mining in Minnesota or that may engage in mining in Minnesota in the future. The department does contemplate appointing an advisory committee to comment on the planned amendment to the rule.

**Statutory Authority.** *Minnesota Statutes*, sections 93.44 through 93.51, require the agency to adopt rules to provide for the reclamation of lands subjected to mining to control possible adverse environmental effects of mining, to preserve the natural resources, and to encourage the planning of future land utilization, while at the same time promoting the orderly development of mining, the encouragement of good mining practices, and the recognition and identification of the beneficial aspects of mining.

**Public Comment.** Interested persons or groups may submit comments or information on this planned rule in writing or orally until 4:30 p.m. on July 30, 1996. The department has not yet prepared a draft of the planned amendment. Written or oral comments, questions, requests to receive a draft of the rule when it has been prepared, and requests for more information on this planned rule amendment should be addressed to:

Paul Pojar  
Department of Natural Resources  
Division of Minerals  
500 Lafayette Road  
Saint Paul, Minnesota 55155-4045

Comments submitted in response to this notice will *not* be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Dated: 8 May 1996

Rodney W. Sando, Commissioner  
Department of Natural Resources

By

Gail Lewellan, Assistant Commissioner of  
Human Resources and Legal Affairs

## Teachers Retirement Association

### Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Tuesday, June 11, 1996, at 9:30 a.m. in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## Department of Public Safety

### Notice of Availability of Funds for Public Safety Initiatives

The Minnesota Department of Public Safety announces the availability of State Omnibus Crime Prevention Act of 1996 (Chapter 408) funds to hire new officers, pay for police overtime, provide for school liaison officers and for weed and seed programs. These programs involve the co-production of public safety through extensive partnership efforts between law enforcement, other local government agencies, businesses, schools, community/social organizations and citizens.

A total of \$4,660,000 is available for these initiatives. The estimated size for awards vary with the individual programs. This is a one time appropriation.

Local law enforcement agencies may apply. The deadline for grant submission is Friday, June 14, 1996, 4:30 P.M. To receive a request for proposal application contact:

Minnesota Department of Public Safety  
445 Minnesota Street  
Suite 1000  
North Central Life Tower  
St. Paul, MN 55101-2128  
Telephone: (612) 296-6642  
TDD: (612) 282-6555

## Department of Transportation

### Transportation Research and Investment Management Division Office of Railroads and Waterways

The Minnesota Department of Transportation, Office of Railroads and Waterways is accepting applications for assistance through the Port Development Assistance Program from May 15, 1996 until July 1, 1996. Program information may be obtained from, and applications will be accepted for the Commissioner of Transportation by:

Dick Lambert  
Minnesota Department of Transportation  
Office of Railroads and Waterways  
Suite 925, Kelly Annex  
Transportation Building  
St. Paul, MN 55155  
Telephone: (612) 296-1609

## **Board of Water and Soil Resources**

### **Announcement of Application Period for the 1997 Challenge Grant Program**

The Board of Water and Soil Resources (BWSR) is now accepting applications from local units of government for Challenge Grants. The following grants are available:

- Local Water Resources Protection and Management Program Grants for implementing a comprehensive local water plan - approximately \$1 million available
- Wetland Planning Challenge Grant for developing wetland plans - \$120,000 available
- County Feedlot Program Challenge Grant for county feedlot program activities - approximately \$650,000 available

County Auditors have been notified of the application period. Any other local unit of government that wishes to be notified must contact the BWSR by writing the executive director at the following address:

Ronald Harnack  
Executive Director  
Board of Water and Soil Resources  
One West Water Street, Suite 200  
St. Paul, MN 55107

Application packets which include additional information about these grants can be obtained by contacting the BWSR office at (612) 296-3767.

# Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

## Department of Administration

### State Designer Selection Board

#### Request for Proposal for a University of Minnesota Project

##### To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select a designer for a University of Minnesota project. Design firms who wish to be considered for this project should deliver proposals on or before 4:00 p.m., Monday, June 10, 1996, to:

Mary Closner, Executive Secretary  
State Designer Selection Board  
Department of Administration  
50 Sherburne Avenue, Room G-10  
St. Paul, Minnesota 55155-3000

##### The proposal must conform to the following:

- 1) Six (6) copies of the proposal will be required.
- 2) All data must be on 8½" x 11" sheets, soft bound. No more than 20 printed faces will be allowed (see the following bullet points for clarification).
  - Any letters directed to the Board should be bound into the proposal. It is not necessary to do a cover letter to Mary Closner.
  - Blank dividers with printed tab headings are not counted as faces.
  - Front and back covers of proposals are not counted as faces.
  - None of the statutory or mandatory information, except as required for the front cover, should appear on the front or back covers. The only information that should be listed on the front of your proposal is contact, firm name, address, and phone number.
- 3) The cover sheet of the proposal must be clearly labeled with the project number, as listed in number 7 below, together with the designer's firm name, address, telephone number, and the name of the contact person.

##### 4) Proposal Summary

All proposals shall begin with a summary which includes only the following items:

- a) Name of firm and its legal status;
- b) Names of the persons responsible for both the management and production of the work, including consultants, as well as Minnesota registration numbers for all.
- c) The proposal shall contain a statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team.
- d) A commitment to enter the work promptly, if selected, by engaging the consultants and assigning the persons named in 4(b) above, along with adequate staff to meet the requirements of work.
- e) A list of State and University of Minnesota current and past projects and studies awarded to the prime firms(s) submitting this proposal during the four (4) years immediately preceding the date of this request for proposal. The prime firm(s) shall list and total all fees associated with these projects and studies whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects and studies listed pursuant to the above. **NOTE:** Please call Mary Closner for a copy of the acceptable format for providing this information.
- f) In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated

## Professional, Technical & Consulting Contracts

to be in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted; therefore, the proposal shall include one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
3. A statement certifying that the firm has not had more than 20 full-time employees at any time during the previous 12 months.

### 5) Additional Proposal Contents:

- a) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material must be identified. It must be work in which the personnel listed in 4(b) above have had significant participation and their roles must be clearly described. It must be noted if the personnel were, at the time of the work, employed by other than their present firms.
  - b) Expanded resumes showing qualification of individuals, listed in 4(b) above, administering or producing the major elements of the work, including consultants. Identify roles that such persons played in projects which are relevant to the project at hand.
  - c) A discussion of the firm's understanding of and approach to the project.
  - d) A listing of relevant past projects.
- 6) Design firms wishing to have their proposals returned after the Board's review, must follow one of the following procedures:
- a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or
  - b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statutes, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedures, their schedule for the project herein described or the fee format form may be referred to Mary Closner at (612) 296-4655.

### 7) PROJECT 8-96

**Controlled Environmental Science Center (CESC)**

**University of Minnesota - Crookston Campus**

**Crookston, MN**

#### 1. PROJECT:

The University of Minnesota is planning to construct a new Controlled Environmental Science Center (CESC) on the U of M - Crookston Campus. The center will provide teaching and research space for the study of plant sciences by replacing existing obsolete greenhouses and equipment. Two new facilities of approximately 18,750 gsf will be located on two sites. The main facility is a 6,000 square foot temporary hoop house, on the north portion of the campus. The hoop house will be bid and constructed independently to meet current academic program needs and within the shorter construction season in Crookston. The new main facility will be linked to the existing Owen Hall and the Agricultural Research Center to improve campus accessibility. The facility will be designed for plant science teaching and research, with elements such as plant growth rooms, controlled environment growth chambers, greenhouse space, classroom/laboratory space, student/faculty work rooms and support spaces.

This project has been incorporated into the campus's new long range plan. The proposed landscaped east court will be developed in an adjacent area to be further defined by these main facilities. The designer shall recognize these proposed plans during their design effort.

The scope of the project includes full architectural/engineering services for the project including programming, mechanical, electrical, architectural, acoustical, audiovisual, landscaping, civil, scheduling, and cost estimating services.

#### 2. CONSTRUCTION BUDGET/FEEES:

The current construction budget is anticipated to be approximately \$2,100,000. The project costs, including all fees and permits,

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## Professional, Technical & Consulting Contracts

have been fixed at \$2,800,000. The maximum designer fee available for all phases of the project, including additional construction phase services, travel, and other reimbursables, is approximately \$200,000.

### 3. DESIGNER REQUIREMENTS:

The designer should have applicable prior experience in teaching and research facilities for the plant sciences, greenhouse construction, plant growth rooms/chambers, environmental chambers, classroom laboratories, and cost estimating. It will be necessary for the design team to evaluate the site constraints, the connection opportunities to the adjacent buildings, and to provide the most cost effective solution within the available funding. Good design practices, with careful planning and prioritization of the scope of work within budgets, will be considered an asset.

### 4. PROJECT SCHEDULE:

Development of an overall project schedule for planning and phasing of the project is essential to ensure delivery of the completed project by the start of classes in September 1997. The demolition of the existing space will be coordinated with the delivery of construction services for the new space to limit disruption to one academic year that the campus is without the greenhouse function. Planning and construction should be scheduled to assist in a smooth transition of teaching, research, and outreach activities from the existing facilities into temporary locations and ultimately into the new facilities. The project team will be responsible for monitoring the contractor's forces and will work closely with both the contractor and the University to ensure timely project delivery.

### 5. PROJECT INFORMATION MEETING/SITE INSPECTION:

A site tour and a copy of the pre-program/design study will be limited to firms shortlisted for final interviews. The tour will be scheduled before the final interviews. As noted, the site of the new building is the existing greenhouse, located south of Owen Hall, but north of the Agricultural Research Center.

Additional project information is available upon request. Questions concerning the project should be referred to:

Chuck K. Koncker, Senior Project Manager  
University of Minnesota, Twin Cities Campus  
Facilities Management  
400 Donhowe Building  
319 - 15th Avenue SE  
Minneapolis, MN 55455  
Phone: (612) 624-0828; Fax: (612) 625-2595

### 6. STATE DESIGNER SELECTION BOARD SCHEDULE FOR PROJECT 8-96:

Tuesday, June 25, 1996 - Shortlist  
Tuesday, July 9, 1996 - Interviews

Douglas Wolfangle, P.E., Chair  
State Designer Selection Board

## Professional, Technical & Consulting Contracts

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### Office of Minnesota Attorney General

Hubert H. Humphrey III

#### Proposals Sought for Sexual Abstinence Education for Adolescents

For: Development of an advertising campaign that will be designed to educate 1) 12-14 year olds about the importance of postponing sexual involvement and 2) parents/other significant adults about the importance of talking to their children about postponing sexual involvement.

Date Issued: May 24, 1996

Proposals Due: June 21, 1996

Contact: Andrea Mowery  
Office of the Attorney General  
102 State Capitol  
St. Paul, MN 55155  
(P) 612-297-7084  
(F) 612-297-4193  
(e-mail) amowery@state.mn.us

### Department of Corrections

#### Correctional Facility - Willow River/Moose Lake

#### Notice of Request for Proposal for Psychological Services

NOTICE IS HEREBY GIVEN to request proposal to provide psychological services to inmates incarcerated at the Minnesota Correctional Facility in Moose Lake and Willow River. Candidates duties involve conducting assessment interviews and individual counseling, prepare evaluation and recommendation reports and staff training. Provide on-call services for all inmates including segregation status when the need arises. Make referrals to the DOC Mental Health Unit for inpatient evaluation, care and treatment.

Proposals should be based on services to be provided at the facilities for approximately 16 hours per week from July 1, 1996 to June 30, 1997. Estimated dollars to perform services not to exceed \$55,000.00. Proposals shall be submitted by 4:00 PM on May 31, 1996. To submit proposals or for additional information, contact:

Ms. Lori Wilmes, Finance Director  
MCF-WR/ML  
1000 Lakeshore Drive  
Moose Lake, MN 55767  
(218) 485-5011

## **Department of Economic Security**

### **Workforce Preparation Branch**

#### **Proposal Sought for Follow-up Survey or Terminees from Dislocated Worker Programs**

The Minnesota Department of Economic Security, Workforce Preparation Branch, is seeking a contractor to conduct telephone follow-up surveys of terminees from state and federally funded dislocated worker programs. The survey instrument has been developed in accordance with federal guidelines and asks questions about employment status and wages earned during the 13th week following program termination.

The award of this contract will be for a one year period from July 1, 1996 to June 30, 1997. A second year contract may be issued based on the first year performance. In order to be considered, response to this RFP must be received by the Workforce Preparation Branch no later than 4:00 p.m. on June 14, 1996.

Individuals wishing to obtain the full Request For Proposal package are to contact Charles Robinson, Workforce Preparation Branch, Minnesota Department of Economic Security, at 612/297-1054.

## **Department of Human Services**

### **Fergus Falls Regional Treatment Center**

#### **Proposals Sought for Psychiatric Services**

The Minnesota Department of Human Services is soliciting proposals from qualified parties to provide psychiatric services to inpatients at the Fergus Falls Regional Treatment Center, Fergus Falls, Minnesota.

##### **I. Scope of Project**

The psychiatrist selected will need to be a Board Eligible or Board Certified psychiatrist trained in the assessment and evaluation of acute psychiatric patients. The psychiatrist must have a good working knowledge of psychotropics and the Jarvis procedures required in the State of Minnesota. The psychiatrist chosen will generally be assigned to the fifteen-bed admission services of the Regional Treatment Center.

##### **II. Goals and Objectives**

The goals of the project is to provide prompt and accurate assessment of newly admitted patients. The psychiatrist must have the ability to work closely with the treatment team and developing the treatment plan within stated guidelines, and must oversee the carrying out of the treatment plan. All legal requirements for the admission, treatment, and discharge of the patients must be followed. JCAHO and HCFA guidelines are used throughout the Regional Treatment Center.

##### **III. Project Tasks**

1. Assess and evaluate newly admitted psychiatric patients.
2. Timely dictation of results according to established guidelines.
3. Treatment team leader.
4. Deal with any psychiatric emergencies that may occur.
5. Refer psychiatric patient to medical sources if patient requires medical treatment in addition to psychiatric treatment.

##### **IV. Human Rights Compliance**

It is hereby agreed between the parties that *Minnesota Statutes*, Section 363.073 and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification to it. A copy of *Minnesota Statutes*, Section 363.073 and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 is available upon request from the contracting agency, the Department of Human Services.

##### **V. Submission of Proposal**

All proposals must be sent to and received by:

Gordon E. Abbo, M.D.  
Interim Medical Director  
Fergus Falls Regional Treatment Center

## Professional, Technical & Consulting Contracts

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1400 Union Avenue North  
Fergus Falls, Minnesota 56537-1200

not later than 12:00 noon on May 17, 1996.

### VI. Fixed Project Costs

\$575,000.00

### VII. Completion Date

The projects will be completed by June 30, 1997.

### VIII. Proposal Contents

1. A Board Eligible or Board Certified psychiatrist.
2. Ability to provide detailed and accurate assessment of psychiatric patients, and to outline with the treatment team the plan for treatment.
3. Knowledge of the legal requirements for the admission and treatment of patients within a Regional Treatment Center.

### IX. Evaluation

Proposals will be evaluated based on the following factors:

1. Psychiatric qualifications and experience.
2. Team leadership ability and ability to properly interact with the team.
3. Timeliness of and completeness of required reports in accordance with Hospital guidelines.

### X. Department Contacts

Prospective responders who have any questions over this proposal may call or write:

Gordon E. Abbo, M.D., Interim Medical Director  
Fergus Falls Regional Treatment Center  
1400 Union Avenue North  
Fergus Falls, Minnesota 56537-1200  
(218) 739-7207

## Department of Human Services

### Request for Proposals for Medical Services

**NOTICE IS HEREBY GIVEN** that Brainerd Regional Human Services Center is seeking the following services for the period July 1, 1996 through June 30, 1997. These services are to be performed as requested by the administrator of the Brainerd Regional Human Services Center.

**Services of Board Certified or Board Eligible Psychiatrist** to provide consultation services in psychiatry in Timberland Mental Health Adult and Children's Programs, 16 hours/3 days per week (one 8 eight hour day, two 4 hour days), 52 weeks per year. Perform and record psychiatric diagnostic evaluations on newly admitted mentally ill adult and adolescent patients, provide treatment recommendations, review patient progress, meet regularly with treatment teams. Multiple contracts may be awarded in order to provide the total required psychiatric services. If a contract is entered into with a locum tenens company, this company must assign psychiatrists for a minimum of six (6) weeks. Priority consideration will be given to respondent(s) who will be able to provide psychiatric services on a regular, continuing basis. The amount of the contract(s) is estimated not to exceed \$100,000.00.

Direct inquiries and responses to:

Keith R. Bernard, Director, Finance & Information Services  
Brainerd Regional Human Services Center  
1777 Highway 18 East  
Brainerd, MN 56401  
218/828-6161

**Responses on the above services must be received by 11:00 a.m., June 10, 1996.**

Award of this contract is contingent upon the availability of funds. This request does not obligate the State and the State reserves the right to cancel this solicitation.

## Department of Human Services

### Request for Proposals for General and Medical Services

**NOTICE IS HEREBY GIVEN** that Faribault Regional Treatment Center is seeking the following services for the period July 1, 1996 through June 30, 1997. These services are to be performed as requested by the administration of the Faribault Regional Treatment Center.

1. **Services of two Board Certified Dentists** to provide Dental services to patients of Southern Cities Community Health Clinic. The amount of the contracts are estimated not to exceed \$79,279.00.
2. **Services of an Employment Counselor** to provide employment Counseling services to employees of Faribault Regional Center. The amount of the contract is estimated not to exceed \$30,000.00.
3. **Services of a Registered Nursing Service** to be provided services to client at Faribault Regional Center. The amount of this contract is estimated not to exceed \$80,000.00.

#### Direct Inquiries and responses to:

Michael Hopwood, Contract Coordinator  
Faribault Regional Treatment Center  
802 Circle Drive  
Faribault, MN 55021  
(507) 332-3530

**Responses on the above Services must be received by 2:00 pm May 31, 1996.**

For copies of the full Request for Proposals, please contact Michael Hopwood. Award of any of these contracts is contingent upon availability of funds. This request does not obligate the State and the State reserves the right to cancel the solicitation.

## Department of Labor and Industry

### The Workers' Compensation Advisory Council

#### Actuarial Review of Workers' Compensation Manual Rate Filing

##### Introduction and Background

The Department of Labor and Industry, on behalf of the Workers' Compensation Advisory Council acting as the Rate Oversight Commission, requests proposals to conduct an actuarial review of the process used to establish Minnesota's workers' compensation pure premium rates.

The Minnesota Legislature created the Rate Oversight Commission (ROC) in 1995. It assigned this commission's role and responsibilities to the Workers' Compensation Advisory Council (WCAC). The Commission's role is to monitor the ratemaking process to determine whether changes in Minnesota's workers' compensation statutes get reflected in subsequent insurance premiums paid by employers. The Commission is directed to recommend legislative changes in insurance laws if insurers' workers' compensation rates fail to reflect changes in pure premium rates.

The goal of this project is to provide the Rate Oversight Commission information that allows it to review the Minnesota Workers' Compensation Insurers Association (MWCIA) annual pure premium rate filing. The resulting report would allow the Commission to report to the Commissioner of Commerce on the completeness of the filing and its compliance with the standards of excessiveness, inadequacy, and unfair discrimination as provided in *Minnesota Statute 79.55*, as amended.

The objectives of this project are to validate the process by which pure premium rates are established, educate the Rate Oversight Commission, and develop a method for the Commission to annually review the MWCIA rate filing. The contractor would be expected to:

1. Assess the editing process used to validate the workers' compensation data used by the MWCIA to establish pure premium rates.
2. Assess the methodologies used by MWCIA to establish pure premium rates.
3. Verify the usefulness of the annual MWCIA Ratemaking Report to insurers when filing their companies' workers' compensation rates.
4. Make an educational presentation(s) to the Rate Oversight Commission that provides a layperson's understanding of the workers' compensation rate setting process.

## Professional, Technical & Consulting Contracts

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5. Develop a method for the Rate Oversight Commission to fulfill its statutory role of reviewing the MWCIAs annual rate filing.
6. Submit a written report of the contractor's findings and recommendations to the Rate Oversight Commission.
7. Present the report's findings and recommendations to the Rate Oversight Commission.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project.

The contractor would work closely with the Minnesota Workers' Compensation Insurers' Association, Inc. and individuals involved in the development of the workers' compensation ratemaking report for calendar year 1997.

This contract will begin immediately upon execution and will be completed by November 1, 1996. Intensive effort will be required through September 1996.

### Qualified Contractors

Qualified contractors for this project are entities that provide workers' compensation actuarial consultation to insurers, licensed rating organizations, self-insured employers, and third-party administrators. Entities that perform the same or similar ratemaking function of the Minnesota Workers' Compensation Insurers Association (MWCIAs) will not be considered a qualified contractor. Entities that are providing consulting services to the MWCIAs will not be considered a qualified contractor.

In compliance with *Minnesota Statute* § 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

### Disclaimer

This Request for Proposal does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered in its best interest.

### Agency Contact

Prospective responders who have any questions regarding this request for proposals may call or write:

Name: Kevin Wilkins  
Address: 443 Lafayette Road  
Saint Paul, MN 55155  
Phone: (612) 215-1396

Other Department personnel are NOT allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

All proposals must be sent to:

Agency: Minnesota Department of Labor and Industry  
Name: Gretchen Maglich  
Title: Executive Director, Workers' Compensation Advisory Council  
Address: 443 Lafayette Road  
Saint Paul, MN 55155  
Phone: (612) 296-6490

All proposals must be received not later than 3:30 p.m. Friday, June 14, 1996 as indicated by the receipt date on each proposal affixed by the office of the Assistant Commissioner for Workers' Compensation.

Late proposals will not be accepted.

Submit six (6) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the respondent's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the submitting entity. Prices and terms, as stated in the proposal, must be valid for the length of any resulting contract.

### Estimate Cost

The department estimated the cost of this project to be approximately \$35,000.

### Proposal Format And Minimum Content

The following will be considered minimum contents of the proposal:

- I. Proposal cover page providing the following:
  - A. Name and address of the responding organization;
  - B. Name and telephone number of the contact person;

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## Professional, Technical & Consulting Contracts

- C. Address and telephone number of the office working on this project, if different from above.
- D. Abstract/Synopsis of the proposal (executive summary); and
- E. Proposed cost of the project.
2. Background information on the proposing organization which includes:
  - A. A description of the organization and services provided to customers; and
  - B. A description of the organization's involvement in the workers' compensation system.
3. A detailed proposal that describes the following:
  - A. Your understanding of the proposal's objectives;
  - B. Your approach to assess the MWCIA's data editing process to validate the data;
  - C. Your approach to assess the MWCIA's methodologies used in the rate filing;
  - D. Your approach to assess whether MWCIA's Ratemaking Report is providing users with sufficient information to properly set workers' compensation rates;
  - E. Your approach to educating the Rate Oversight Council on the workers' compensation rate setting process and whether the presentation could become a model for educating other lay audiences (i.e., employers and union officials);
  - F. Your approach to developing tools (i.e., procedures, method) that would enable the Rate Oversight Commission to review the annual MWCIA rate filing;
  - G. Your approach to reporting findings and recommendations to an audience of laypersons (attach examples if appropriate); and
  - H. Your anticipated needs for time and other resources of the State of Minnesota and the Minnesota Workers' Compensation Insurers Association.
4. Information on the resources available to complete this project, including the individuals who will be assigned to work on the project, with their relevant work histories, functions and levels of responsibilities. The project requires the active participation of a Fellow of the Casualty Actuarial Society (FCAS).
5. A schedule of tasks and budget that will assure completion of the project by October 1, 1996.
6. Five references of accounts handled by the responding organization that includes a brief description of service(s) provided and the name and telephone number of the contact person.
7. Compliance documents that meet the Human Rights Act requirements specified below, if applicable.

### Evaluation Criteria

All proposals received by the deadline will be evaluated by the Department of Labor and Industry. In some instances, an interview with a subcommittee of the Workers' Compensation Advisory Council may be part of the evaluation process. The factors reviewers will use to judge the submitted proposals will include, but are not limited to, the following:

1. Completeness of the proposal;
2. Expressed understanding of the proposal objectives;
3. Detailed plan for completing the project (project timeline, budget);
4. Approach to developing the Rate Oversight Commission's tools for reviewing the MWCIA's annual rate filing in future years;
5. Proposer's knowledge of and experience with Minnesota's workers' compensation system;
6. Responses of the client references provided by the proposer; and
7. Qualifications of the proposer and its personnel.

### Approximate Time Line

Publication of Request for Proposals	May 20, 1996
Proposals due by 3:30 p.m. at Department of Labor and Industry	June 14, 1996
Interviews	Week of June 24 - 28, 1996
Workers' Compensation Advisory Council	July 9, 1996

## Professional, Technical & Consulting Contracts

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### Workers' Compensation

The successful responder will be required to submit acceptable evidence of compliance with Minnesota workers' compensation insurance coverage requirements prior to execution of the contract.

### Human Rights Compliance

In accordance with the provisions of the *Minnesota Statutes*, 1990 Supplement, Section 363.073; for all contracts estimated to be in excess of fifty thousand dollars (\$50,000), all responders having more than twenty (20) full-time employees at any time during the previous twelve (12) months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Your proposal will not be accepted unless it includes one of the following:

1. A copy of your organization's current certificate of compliance by the Commissioner of Human Rights; or
2. A notarized statement certifying that your organization has not had more than twenty (20) full-time employees at any time during the previous twelve (12) months.

## Department of Public Safety

### State Patrol

### Request for Proposals for Development of Trooper Physical Fitness Programs and Standards

The Department of Public Safety is seeking proposals to develop validated, defensible physical fitness standards for State Patrol Troopers and a continuing physical fitness program including education, training and fitness testing.

Details are contained in a Request for Proposals which may be obtained by calling or writing:

Contact: Major Richard Steffen  
Telephone: (612) 582-1515  
TTY: (612) 282-6555  
Address: Department of Public Safety  
Minnesota State Patrol  
1500 West Co. Rd. B-2, Suite 181  
Roseville, Minnesota 5113-3105

Estimated cost of the contract is \$24,000. The Department will retain an option to extend the contract for two additional years. The final date for submitting proposals is June 3, 1996, by 4:00 P.M.

## State Agricultural Society

### Minnesota State Fair

### Meeting Notice

The board of managers of the Minnesota State Agricultural Society, governing body of the State Fair, will conduct a business meeting at 10 a.m. Wednesday May 29 at the Administration Building on the fairgrounds. The general business session will be preceded by a 9 a.m. meeting of the board's sales committee.

## State Lottery

### Proposals Sought for Auditing Services

The Minnesota State Lottery will issue a Request for Proposal (RFP) on May 20, 1996, for auditing services (certified annual audit, audit consulting, etc.). Anyone interested in receiving a copy of the RFP should call or write:

Tom Barrett, Admin. Services Manager  
2645 Long Lake Road  
Roseville, MN 55113  
612 635-8108  
FAX: 612 297-7497

## Department of Transportation

### Notice to Consulting Engineers - Registered Civil and Structural

The Minnesota Department of Transportation (Mn/DOT) intends to retain a Consultant to provide final design and associated services for the proposed Hiawatha Tunnel (Bridge No. 27191). The tunnel will carry T.H. 55 (Hiawatha Avenue) through Minnehaha Park in Minneapolis, Minnesota. It will be a three barrel cut and cover structure. The roof will support Minnehaha Parkway, a parking lot, trails, and landscaping.

Consultant tasks will include an air quality/ventilation analysis with report and recommendations, the preparation of a preliminary plan, and the preparation of final construction plans and unique specifications.

Current construction letting is scheduled for April 24, 1998. We estimate design work will begin after October 1, 1996 and shall be approximately one year duration.

A Request for Proposal (RFP) can be obtained from the MnDOT Bridge Agreements Engineer.

Robert J. Miller  
Office of Bridges & Structures, Suite 200  
Waters Edge Building  
1500 West County Road B2  
Roseville, MN 55113  
Ph: (612) 582-1104 Fax: (612) 582-1110

RFP's will be available by mail from this office through June 10, 1996. After June 10, 1996 the RFP must be obtained in person. A written request is required to receive a RFP.

Indicate whether your firm is a Targeted Group Business or Economically Disadvantaged Business. These firms will receive additional consideration.

Time extensions will not be granted.

Proposals must be received at the above address no later than 2:00 P.M. June 18, 1996. No proposal will be accepted after 2:00 P.M.

This request does not obligate Mn/DOT to complete the work contemplated in this notice. The Department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

# Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

## Metropolitan Council

### Transit Operations

#### Request for Proposals Sought for a Telecommunications System

NOTICE IS HEREBY GIVEN that the Metropolitan Council will receive proposals at the office of the Metropolitan Council, 230 East Fifth Street, St. Paul, Minnesota 55101, until 4:00 pm, Thursday, June 13, 1996 for a telecommunications system.

A Pre-Proposal Conference will be held on Thursday, May 23, 1996 at 12:30 pm at Metropolitan Council Offices at Mears Park Center, Conference Rooms B & C, 230 East Fifth Street in St. Paul.

All plans, specifications, and proposals are available from the Metropolitan Council at the above noted address or phone (612) 349-7637.

The Metropolitan Council reserves the right to reject all proposals. Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All proposers will be required to certify that they are not on the Comptroller General's List of Ineligible Contractors.

It is the Metropolitan Council's policy to award a reasonable portion of all procurements to Targeted Group Businesses (TGB's). "Targeted Group Business" means a small business designated by the Minnesota Department of Administration under *Minnesota Statute 16.B.19*, that is majority owned and operated by women, disabled persons, or minorities. The Metropolitan Council encourages all certified TGB's as well as DBE's, Disadvantaged Business Enterprises, to submit proposals for this contract.

The Metropolitan Council hereby notifies all proposers that in regard to any contract entered into pursuant to this Request for Proposals, Targeted Group Businesses and Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response, and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

## Minnesota Historical Society

### Notice of Request for Bids for Printing and Related Services for The Minnesota Historical Society's "Member News"

The Minnesota Historical Society is seeking bids from qualified firms for pre-press work, printing, bulk mailing prep and delivery of its bi-monthly publication "Member News".

In order to be qualified to bid on this project, the printer must have full film output capability in-house as well as full Macintosh Quark, Photoshop and Illustrator capability. Syquest disks may be used. Verification of these in-house capabilities will be required. Vendors must also be able to provide pick up and delivery from and to the Minnesota History Center, 345 Kellogg Blvd., St. Paul, MN on one hour's notice during normal business hours.

This Request for Bids is available by calling or writing Mary Green Toussaint, Contracting Office, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (612) 297-7007.

Bids must be received not later than 2:00 P.M. Central Time May 30, 1996.

Complete Specifications and details concerning submission requirements are included in the Request for Bids.

# Wild About Birds

## The DNR Bird Feeding Guide

ISBN 0-9647451-0-0

**Carrol L. Henderson**, Supervisor of the Non-Game Wildlife Program at Minnesota's Department of Natural Resources, shares his knowledge and appreciation for the natural habitats and traits of the wild birds who, with a little help from us, can thrive in spite of a rapidly changing landscape. Written in the same instructive manner as his popular books "Woodworking for Wildlife" and "Landscaping for Wildlife," **"Wild About Birds: The DNR Bird Feeding Guide"** provides techniques used by the author to double the number of species using his feeders. Includes woodshop basics for construction of 26 different feeders and tips on 44 types of food, plus detailed descriptions and photos of almost all the feeder-using species east of the Rocky Mountains - 69 in all. There's even a section on some of the unusual and unexpected wild visitors that may show up for a free meal. Over 425 color photographs, illustrations and diagrams make **"Wild About Birds"** a great reference manual, display book or gift. Ideal for the ornithologist, woodworker, or backyard birdwatcher. Spiral bound, 288 pages. **Stock Number 9-24 \$19.95**

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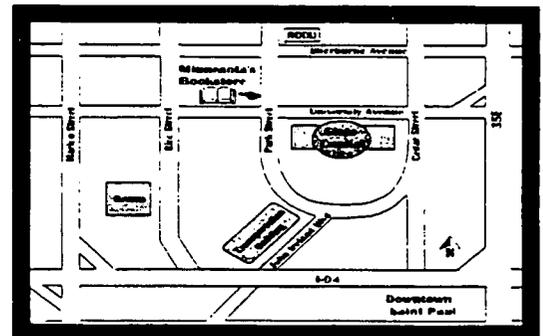
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